



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 05-23

27 APRIL 2005

**Thrift Savings Plan Open Season  
Announcement**

1. Under the current Thrift Savings Plan (TSP) rules, this will be the final Open Season with restrictions on contribution elections tied to them. Public Law 108-469 was signed into law on 21 December 2004 and will allow participants to file contribution elections with their agencies and be made effective no later than the first full pay period after they are filed with Human Resources.

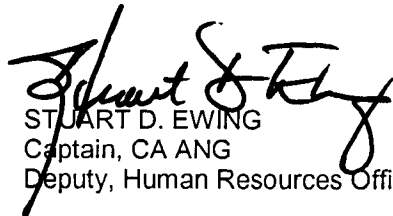
2. For this final Open Season (15 April 2005 – 30 June 2005), any contribution election form will be filed under the current TSP rules. Please submit your TSP-1 or TSP-C-1 (for additional catch-up contributions) to the Resource Services Division - J1 - Human Resources, ATTN: Customer Services (Box #37), P.O. Box 269101, Sacramento, CA 95826-9101. Remote designees can provide TSP Election forms, or they may be downloaded from [www.tsp.gov](http://www.tsp.gov).

3. Beginning 1 July 2005, contributions will be processed under new regulations. All elections will be made effective no later than the first full pay period after they are filed. The law does not affect the waiting period (approximately one year) that new employees covered by the Federal Employees Retirement System (FERS) must serve before they are eligible for agency contributions to their accounts. Also, the law does not affect contribution allocations or inter-fund transfers. The most efficient way to make allocations or transfers is to log on to [www.tsp.gov](http://www.tsp.gov) or by calling the Thriftline at (504) 255-8777. To make requests, social security numbers and a TSP Personal Identification Number (PIN) are needed. New participants will receive a PIN in the mail after accounts are established. If you have forgotten your PIN, you may request a new one be sent to you via their website.

4. Employees covered by FERS may contribute up to 15% of their basic salary; those covered under the Civil Service Retirement System (CSRS) may allocate up to 10% of their pay. The Internal Revenue Service (IRS) annual limit is \$14,000 for 2005. If technicians are at least 50 years old and contributing the maximum amount of TSP contributions for which they are eligible, they may also elect to make additional "catch-up" contributions up to \$4,000 for 2005.

5. Faxed copies of election forms are not accepted at any time. Election forms for the current TSP Open Season must be in Customer Services by close of business, 30 June 2005. If your form is received between 15 April and 11 June 2005, the effective date of election will be 12 June 2005. If between 13 June and 25 June 2005, the effective date will be 26 June 2005. And finally, between 27 June and 30 June 2005, it will be effective 10 July 2005.

6. For more information, please call Lisa Nagata, Human Resources Specialist, at CAGNET 63601, DSN 466-3601 or (916) 854-3601.

  
STUART D. EWING  
Captain, CA ANG  
Deputy, Human Resources Officer

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